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Before Writing a Proposal

December 16th, 2008

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Before we start writing a [proposal](#), it is important for us to do some [research](#). No matter how small or big the project is some kind of references to existing literature or data should be made. Usually, it is expected that the [NGO](#) has enough information at hand about the problem or the project before writing

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the proposal. Yet, [NGOs](#) have to gather all related information about the issue they are working on and then sit down to write the proposal.

In some cases, donors sponsor pre-proposal research so that [organizations](#) have enough evidence, both at field and in literature, before developing the actual proposal. But not many NGOs are lucky enough to avail such an [opportunity](#).

While planning the proposal, it is ideally believed that all stakeholders have been consulted or involved in the process. There are generally three main categories of stakeholders involved in the process of writing the proposal. They are:

1. The Proposing Organization/s or the Proponent: This could be just one NGO or a group of NGOs applying for the project to the [donor](#).

2. The Community: The most important stakeholder for whom the project is conceived. Community members or beneficiaries or the target group has to be involved in the proposal planning process so that the project reflects strong qualities of participation and community ownership.

3. The Donor Agency: Wherever possible, it will be useful to take inputs from the donor. In formal invitations for [proposals](#), the donor may discourage any contact with the proposing organizations. However, in other situations where donor has requested for a one-to-one proposal, it will be a good idea to have several meetings with this stakeholder and note down information carefully. It will also help researching donor priorities while conceiving the proposal idea.

Make sure you gather enough information about your donor, such as,

- Aid priorities and issues of the donor
- The donor's country strategy paper (if any)
- Proposal Guidelines
- Previously funded projects and programs

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Building a Fundraising Board

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How to raise Funds from the European Commission

Date: Sept. 24, 2012 Timings: 1:00 PM – 2:30 PM GMT

Social Media: Using Facebook and More to Sell Your Mission

Date: Sept. 25, 2012 Timings: 7:00 PM – 8:30 PM GMT



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Funds for NGOs

Resource Guide: Questions Answered on How to Write Proposals – A Basic Guide on Proposal Writing for NGOs

July 2012

This resource guide was created in collaboration with Philantropia
Inc. Philantropia Inc., an international fundraising consulting firm,
helps organizations around the world to more effectively raise
funds. <http://www.philantropia.org>

Videos

- How to raise Funds for Human Rights Projects
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